

Corporate Officer (Finance, Human Resources and Property Management) Noumea - May 2022

Agency	Department of Foreign Affairs & Trade
Position number	TBC
Title	Corporate Officer
Classification	LE4
Section	Corporate
Reports to (title)	Consul and Senior Administrative Officer (SAO)

About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

Under the general direction of the Senior Administration Officer (SAO), the Corporate Officer will be required to provide specialist and administrative support that is informed by expertise in specific and/or across multiple corporate disciplines. The occupant of the role is accountable for organising their own workflow, decision making within their parameters of responsibility, and for providing sound advice and recommendations to inform the work of supervisors and peers. Duties may include supervision or mentorship of less experienced members of a small team.

The key responsibilities of the position include, but are not limited to:

- Provide high-level support and advice to inform post's corporate management functions.
- Implement and review corporate policies, processes and practices in conjunction with the management team.
- Develop and maintain post budgets and prepare regular reports and updates on expenditure to management at post or in Canberra as required.
- Oversee the full range of accounting services, including accounts payable, receivable, and journal processing, ensuring the Consulate is compliant with relevant policies, procedures and legislation.
- Manage and ensure the integrity of post's financial records including end of month and end of financial year reporting and variance analysis.
- Manage ad hoc financial duties including the annual Fringe Benefits Tax Return and audit and assurance compliance tasking.
- Provide financial reporting information to other agencies located within the Consulate and the Australian Consulate General in Papeete and assist with finance queries as required.
- Manage the Consulate's bank account including routine monitoring of the balance and preparation of cash requests where required.
- Manage the Locally Engaged Staff (LES) human resource function and resolve any issues identified.

- Manage the monthly LES and Head of Mission Domestic Staff payroll including liaising with the Consulate's payroll provider to complete payslips, reports and returns.
- Maintain knowledge of local employment terms and conditions, associated policies and local labour law requirements, and update and streamline internal processes as required.
- Manage the provision of property services including coordination of preventative and reactive maintenance works to Australian Government owned and leased estate.
- Supervise suppliers and contractors engaging in minor and major property works.
- Monitor suppliers and contractors work performance including adherence to Australian standards.
- Coordinate property related procurement processes including market research.
- Asset and non-asset management including stocktake duties, ensuring that post records/inventories for each property location are carefully updated and maintained, and that purchase/disposal processes are actioned in accordance with departmental policy and guidelines.
- Translate and interpret finance, HR, property and other corporate functions, tasks, and correspondence into English and French.
- Assist and backup other members of the Corporate Services Team.
- Provide a range of client services support activities, including crisis management activities and reception duties.
- Support official functions and activities.
- Other duties and back-up roles as required.

Qualifications/Experience

Essential

- Tertiary qualifications and/or extensive corporate management (accounting, HR and/or property services) experience in a small to medium sized organisation.
- Previous experience in the use of financial management systems along with an excellent working knowledge of MS Office (in particular Excel), including the ability to prepare and maintain reports. Previous experience with SAP would be an advantage.
- Ability to understand and apply local labour law, regulations and guidelines as related to the operations of the personnel services area within a diplomatic mission.
- Property management experience with an existing network of suppliers, tradespeople and consultants would be an advantage.
- Demonstrated ability to manage resources, work independently and prioritise and organise workloads to meet competing deadlines.
- High-level written and spoken communication skills in French and English is essential.
- The ability to work efficiently and effectively as a member of a small team, including proven initiative, cooperation, flexibility, reliability and effective management of own work priorities and contribution to team outcomes.
- Flexibility to work at short notice (including weekends and public holidays if required).
- A full driver's licence with an exemplary driving record.

Highly Desirable

- An understanding of Australian Government administrative systems, processes, policies and procedures.
- Qualifications and experience across multiple corporate disciplines will be an advantage.